

Par.1. **Material Transmitted and Purpose** --Transmitted with this Manual Letter are changes to Service Chapter 623-05, "Foster Care Maintenance Payments": New language has been underlined and the old language has been struck through. PIs 10-09, 10-19, and 10-21 have been superseded.

Par. 2 EFFECTIVE DATE: **November 1, 2010**

Added language to this section regarding approval for sibling placement.

**623-05-05-30. Family Foster Home**

Family foster home means an occupied private residence in which foster care for children is regularly provided by the owner or lessee thereof to no more than four children. Exception: unless all the children in foster care are related to each other by blood or marriage, or unless the department approves otherwise for the placement of siblings, in which case ~~such the~~ limitation shall not apply.

Added FRAME to the paragraph regarding major computer systems.

**623-05-15-25. Case Numbering**

The major computer system in the Department of Human Services (DHS) share a common demographic file. CCWIPS and FRAME are two is-one of these systems. One of the data fields in this file is the case number. The case number is unique to each person. The case number is a sequential number automatically assigned in CCWIPS FRAME and CCWIPS during the registration process. ~~It has no bearing or reference to which system, or county initiated the case.~~

Changed the chapter notation.

**623-05-15-30-07. Motor Vehicle Operation by Youth in Foster Care**

The complete DHS policy related to operation of motor vehicles by youth in foster care is found in NDDHS Manual Chapter 622-~~04-55~~ 05-60.

Corrected a title word.

**623-05-15-45. Child Support Enforcement: Parental Responsibility for Children in Foster Care**

Added information regarding referrals in placement.

**623-05-15-45-05. Responsibility for Maintenance Payments**

Children enter foster care for a variety of reasons. Some children need very temporary foster care while others require long-range plans. For purposes of the parent participating in the payments for foster care, County Social Service Boards must refer to Child Support Enforcement all foster care cases, with two exceptions. A referral will not be made against either parent;

1. If one of both parents receive a subsidized adoption payment on behalf of a child in foster care, or
2. If the child's placement was short-term. For purposes of this exception, "short-term" is defined as follows:
  - a. The child exited the placement by the time the referral would be sent, and
  - b. The child was in the placement for 60 days or less.

Both criteria a and b must be met in order for the referral to be eliminated (i.e., not made). If the child is in placement at the time of referral, a referral is made regardless of the amount of time the child has been in placement. ALL cases, which receive foster care. SFN 375 must be completed and forwarded for each child entering foster care.

The Department of Human Services uses automated systems to transmit and receive referrals. The referral information sent to Child Support Enforcement is used to establish paternity, locate the absent parent(s), and establish and enforce a support order. The referral may be transmitted by the County Social Service Board to Child Support Enforcement at any time following placement, but must be transmitted at time of initial payment authorization, at the latest.

Delete this section.

**623-05-15-45-10. Forms for Use in Foster Care/Child Support Payments**

- ~~1. SFN 375, Notification of Assignment of Child Support Rights (Foster Care).~~
  - ~~a. This form is completed by the County Social Service Board for each child entering foster care and must be immediately forwarded to the Regional Child Support Unit.~~
  - ~~b. If the County Social Service Board determine that good cause exists for the child entering Foster Care, the appropriate notation should be made in section B of this form. If the County Social Service Board wishes to call attention to a best interest of the child issue, an explanation to the Regional IV-D Unit should be attached.~~
  - ~~c. The County Social Service Boards should distribute this form according to the instructions at the bottom. The Clerk of Court's copy should be sent to the Regional Child Support Enforcement Unit.~~
  - ~~d. When forwarding SFN 375 to the Regional Child Support Enforcement Unit, copies of SFN 630, "Foster Care Placement Notification and Preliminary Eligibility Determination, and SFN 641, "Title IV-D/Title XIX Application—Foster Care," must also be attached as the information on those forms will assist the enforcement of the assignment of support rights.~~

Deleted reference to SFN 35, Notification of Assignment of Child Support Rights.

**623-05-15-45-15. Notice of Closing of Foster Care Case**

~~If the County social Service Board has completed form SFN 375 and referred the case~~ the case has been referred to the Regional Child Support Enforcement Unit Child Support Enforcement, the County Social

Service Board shall notify the Regional Child Support Enforcement Unit ~~and the State Child Support Enforcement Agency within two days of when the child(ren) leaves foster care~~ the referral should be closed.

This notice of closing is transmitted through the automated system used by the Department of Human Services. Information entered into the system which results in the transmittal must be timely entered to ensure to foster care is necessary so that adverse action is not taken on a closed foster care case and any payments received by Child Support Enforcement's State Disbursement Unit at the State Child Support Enforcement Agency are disbursed to the appropriate payee credited.

Reasons for a notice of closing include a child returning home, a child entering a non-paid placement, or a child entering a PRTF.

~~The notice of closing to foster care can most appropriately be accomplished by use of electronic mail. Other forms of notice are acceptable.~~

~~SFN 375 is available as an eform and can be found at the following web site:~~  
<http://www.state.nd.us/eforms/>

~~Or you could say — click here to view and/or print SFN 375, Notification of Assignment of Child Support Rights (Foster Care).~~

Deleted this section.

### **623-05-15-55. Redetermination of Need**

~~A redetermination of eligibility for foster care payments will be made whenever the situation warrants but at least every six (6) months. (SFN 642, Title IV-E/Title XIX Redetermination Foster Care.)~~

Deleted CCWIPS and replaced FRAME.

**623-05-15-60. Permanency Planning/Foster Care Child and Team Meeting Reports**

The custodian/supervising agency has responsibility for preparing periodic reports. This includes the ~~CCWIPS~~ FRAME Initial Case Plan and the Permanency Planning Committee/Foster Care Child and Family Team Meeting Progress Report. The initial case plan must be completed within 30 days of placement. Permanency planning/Foster Care Child and Family Team Meetings are done on a quarterly basis.

Initial case plan and permanency planning/Foster Care Child and Family Team meeting periodic review information are available on-line in the ~~CCWIPS~~ FRAME (computer) system. Note required distribution of case plan and case review documents. County, regional, and state office personnel have electronic access. Print copies for other agencies and facilities as needed.

Deleted CCWIPS and replaced with FRAME in second paragraph.

**623-05-15-63. Adoptive Prior to Finalization**

The LCPA social worker is responsible for scheduling family team meetings with the regional supervisor for those children who are in adoptive placement and prior to finalization.

The SFN 902 and 903 (Initial Case Plan and periodic Review Document) will continue to be used by LCPAs for children pending adoption finalization. When the adoption agreement has been signed, the team meeting documents will be completed by the LCPA social workers, staffed with the family team and forwarded to the appropriate county for data entry on ~~CCWIPS~~ FRAME.

Deleted CCWIPS and replaced with FRAME in No. 5 features.

**623-05-20-05. Payment – General Principles**

5. County social services, Division of Juvenile Services, and Regional Human Service Centers are responsible for entering FRAME ~~CCWIPS~~ data to generate the check. Current information on the court order, permanency plan, placement, and license must be on the

system to generate payment. If part of this information is missing, a check may be generated for a partial payment, or no check generated, depending on specific circumstances. When the information is current and complete, a supplemental check may be issued if partial payment has been made.

Deleted CCWIPS and replaced with FRAME in the 4<sup>th</sup> paragraph. Updated the daily maintenance rates for group and residential child care facilities.

**623-05-20-40. Payment to Foster Care Group Homes, Residential Child Care Facilities**

To open foster care payments for group, residential, or therapeutic family foster care, an approval by the regional supervisor is required. This is now completed electronically on the ~~CCWIPS~~ FRAME system. The entire approval process is documented on the ~~CCWIPS~~ FRAME system (permanency planning, foster care court order with requisite foster care language, etc.) and the regional supervisor approves or denies electronically on the ~~CCWIPS~~ FRAME system.

~~If you wish to have hard copies of the approval for the county eligibility file, you may screen print those. However, this is not a requirement. It is sufficient that you have checked CCWIPS to ensure that the approval has been granted. In terms of audit trail, this will be preserved on CCWIPS.~~

Daily Maintenance Rates – Group and Residential Child Care Facilities

	EFF. DATE	DAILY RATE
Centre Inc. 201 S. 4 <sup>th</sup> Street Grand Forks, ND 58208	<del>04-01-10</del> <u>10-01-10</u>	(F) <del>120.18</del> <u>119.33</u>
Charles Hall Youth Services PO Box 1995 Bismarck, ND 58502-1995	06-01-10 07-01-10	(F) <del>214.45</del> <u>217.45</u> <del>(D) 203.73</del> <u>(F) 206.83</u>

Complete revision.

**623-05-20-70-10. School District Notification – Procedure**

Department of Public Instructions' (DPI) form, SFN 18119, will serve as the official document in all instances for the notification required by NDCC 50.1-29. Electronic submission is the preferred method of submission. The electronic notification system can be accessed at: <https://secure.apps.nd.gov/dpi/ndteach/sclogin.aspx>. This application requires workers to establish a ND State login ID, and link this ID to the placing agency. To determine if you have a current login, see link entitled, "Not Sure?" Also, Login ID users who have forgotten their ID's, or have forgotten their passwords, will have a link on the sign-in page which will provide assistance. If you do not have access to the site, you will need to create a login ID. This can be done by clicking on the link labeled "Register Now". You will be asked to provide your name, company name, address, email, and other security questions which help identify the user. It will be helpful if you save the websites as a bookmark or a favorite for future reference.

Updated the Summary Chart – Clothing – Family Foster Care

**623-05-30-10. Category 20 – Clothing for Foster Care Children General Information**

Type Clothing Allowance	Procedure
Initial	Need basis. Consultation and prior approval of county financial responsibility. Original receipts required.
Special	Need basis. Consultation and prior approval of county of financial responsibility. Original receipts required.
Regular/On-going Clothing Needs	Built into daily* rate paid to foster parents. Age 0 – 4                      \$ <del>37</del> <u>50</u> Age 5 – 12                    \$ <del>43</del> <u>60</u> Age 13+                        \$ <del>58</del> <u>70</u>

Corrected grammar in the last two paragraphs.

**623-05-35-10. Boarding Care for Special Education Students**

~~Children who are under the care, custody, and control of a public agency or~~

~~The North Dakota Department of Human Services, in foster care and in need of special education classes continue to be eligible for foster care payments for the days the child is physically in the foster home.~~

Children who are under the care, custody, and control of a public agency, or the North Dakota Department of Human Services, in foster care and in need of special education classes continue to be eligible for foster care payments for the days the child is physically in the foster home.

Deleted CCWIPS and replaced with FRAME. Deleted information regarding EW in securing eligibility information.

**623-05-55. Differential Roles of Staff**

Social Service Staff and DJS Representative Activity will be directed Towards:

8. Helping eligibility worker to secure eligibility information.
  - a. Social service staff, including DJS representatives, must assist the county eligibility worker in accessing all necessary information needed to determine initial and on-going foster care and Title XIX (Medicaid) eligibility.
  - ~~b. Inform EW as to child's living situation prior to placement (SFN 902).~~
  - ~~c. Keep the EW advised as to the parent's relationship and continued deprivation.~~
9. Initiate group home placement/payment approval on ~~CCWIPS~~ FRAME;
10. Immediately advise regional offices of all foster care placements;
11. Accurate and timely entry of ~~CCWIPS~~ FRAME information;



Deleting notation regarding form on CCWIP system.

**623-05-60. Forms**

The Understanding of the Parties for Continued Foster Care Services, SFN 1781, is to be used when the child in care turns 18 to give the agency the authority to continue to provide services and authorize payment for the child.

~~This form exists on and can be generated by the CCWIP system.~~

Deleted information about CCWIPS.

**623-05-60-20. Notice of Change Form, SFN 45**

SFN 45, Notice of Change forms, is a form that can be used by the social worker to notify the eligibility staff of changes in the child's situation, which will have an impact on the child's eligibility for federal funds, and to alert the eligibility staff and Child Support Enforcement to placement changes and closures. ~~Since there are alerts designed in CCWIPS that will notify appropriate staff of placement changes and closures, this is no longer a mandatory form.~~

Deleted this section.

**623-05-60-40. Title IV-E Reimbursability, SFN 870**

~~SFN 870 is a mandatory form, which will assist in determination of the child's reimbursability for Title IV-E. Information derived from this form is used to determine the appropriate match symbol for payment purposes. This form is to be completed at initial determination, redeterminations, and for Title IV-E cases at the time of case closing.~~

Deleted this section.

**623-05-60-50. Title IV-E/Title XIX Redetermination, SFN 642**

~~Title IV-E/Title XIX Redetermination, SFN 642, must be completed every six months and at case closing for Title IV-E cases. SFN 642, Title IV-E/Title XIX Redetermination, will need to be manually sent every six months.~~

~~You will need to maintain a tracking (tickler) system for  
redetermination review timeliness.~~